

NOTICE OF VACANCY

**Clark County Personnel Office
County Offices/Municipal Courts Building
50 East Columbia Street - 5th Floor - P.O. Box 2639
Springfield, Ohio 45501-2639**

Position Title:	Buildings & Grounds 2nd shift Supervisor (Custodial Division)
Building/Location:	1342 Lagonda Avenue, Springfield, Ohio
Shift:	Currently, 4:30 p.m. - 1:00 a.m. Mon. – Fri., plus as needed on-call
Supervisor:	Jackie Ashworth, Director of Facilities & Building Projects
Salary Range:	Depending upon Qualifications
Date Issued:	May 25, 2006

Instructions: Applicants interested in the above named position are to submit an employment application, resume and letter of interest to **the Clark County Human Resources Office, County Offices/Municipal Courts Building, 50 E. Columbia St., P.O. Box 2639, Springfield, Ohio 45501-2639 or fax to (937) 328-4588.** Application forms may be obtained at www.clarkcountyohio.gov. Applicants needing accommodation in completing this application, please contact the County Commission Office at (937) 328-2413. T.D.D. (937) 328-2560.

Responsibility:

Responsible for supervising and working with custodial workers to perform effective and efficient custodial work and some light maintenance throughout numerous county buildings. Responsible for planning & ordering materials and supplies for proper inventory. Responsible for maintaining records & preparing reports such as time cards, work activity, inventory, custodial orders, etc. Responsible for security of buildings & grounds after hours. Assists with special projects as assigned by the Director of Facilities.

Essential Duties:

- Plans, supervises and performs manual duties associated with the custodial work for multiple County Buildings.
- Develops plans for proper cleaning of buildings. Identifies and works with team to identify special cleaning & light maintenance needs on the spot, then handles needs appropriately.
- Develop and implement a floor care system (hard & soft coverings).
- Establishes and maintains standards of cleanliness and safety.
- Inspects work performed to ensure that it meets specifications and established standards.
- Inspects and evaluates the physical condition of facilities in order to determine the type of work required.
- Assures that the rules and regulations of the department and county are known and observed by custodial staff.
- Establishes a “safety first” working environment.
- Checks equipment to ensure that it is in working order.
- Monitors basic systems of the buildings (HVAC, electric, plumbing, etc.) and reports problems and malfunction to supervisor.
- Performs employee evaluations, and makes recommendations on personnel actions.
- Responsible for representing department to others.
- Performs other duties, as needed to carryout the quality service functions of the Buildings & Grounds Department.

Minimum Requirements:

- Possession of a valid Motor Vehicle Operator's License and liability insurance.
- Minimum of five years experience in custodial work and / or related building trade skills.
- Minimum of three years customer service experience.
- Prefer extensive experience in supervising custodial work in a "team" setting.
- Prefer minimum of two years of college.
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Knowledge, Skills and Abilities Required:

- Knows proper materials, methods, techniques, and equipment used in cleaning work.
- Strong organizational and scheduling skills; ability to multi-task efficiently.
- Ability to work with subordinates and to train & instruct employees in cleaning and other housekeeping duties.
- Able to communicate effectively across all levels of the organization about the work to be done and options for completing it.
- Ability to work in adverse weather conditions (hot & cold) and physical ability to perform custodial & light maintenance duties.
- Ability to work weekends when special projects are required.
- Must be able to lift 10 to 75 lbs., and physical stamina and agility to work on feet for 8 hours each shift.
- Experience in a "teamwork" situation working closely with employees and department heads.
- Experience providing feedback informally and formally on employee performance and disciplinary procedures.
- Must be available for emergency call-in on weekends and after-hours.
- Experience implementing a continuous improvement/quality service program preferred.

AN EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F V/H